

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
DEPARTMENT COORDINATOR/SECRETARY

1. JOB TITLE: DEPARTMENT COORDINATOR/SECRETARY

2. DEFINITION: This is a skilled position performing clerical and related work. The position requires an individual who possesses secretarial and management skills and the psychological qualities generally required to work with the public and staff. The employee will be directly responsible to the Director of the Water & Sewer Department. All employees are responsible to the City Manager. The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of various communication devices, personal computers, and other standard office equipment.
- b. The job location is the Administrative Offices of the Water & Sewer Department. All City facilities are smoke-free locations.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Produces Department newsletter.
- b. Prepares timely and accurate payroll for Department employees.
- c. Prepares minutes and keeps records of the Water & Sewer Board meetings.
- d. Interacts with the public and other Departments and City employees to disseminate information regarding Department and personnel activities.
- e. Prepares reports and correspondence for the Director.
- f. Maintains files and prepares reports on employee absenteeism.
- g. Assists Human Resources Coordinator.
- h. Manages document imaging system.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. A diploma from an accredited high school or an equivalent GED is required.
- c. Must have legal authorization to work in the United States.
- d. Three years experience as an Executive Secretary is preferred.
- e. Must be able to comprehend both oral and written instructions and to communicate in

English, both orally and in writing.

- f. Must not have been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to theft, dishonesty, gambling or controlled substances.
- g. Must have the ability to report for work on time and perform the duties of the job for a complete work day.
- h. Must have the ability to perform accurate mathematical calculations.
- i. Must have the ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- j. Must have the ability to exercise independent judgment within the limits of the position.
- k. Must have the ability to concentrate and accomplish tasks to meet deadlines despite interruptions.
- l. Must be able to perform a variety of tasks simultaneously or in rapid succession.
- m. Must be able to operate and have a general working knowledge of personal computers, telephone communications equipment and other standard office devices.
- n. General working knowledge of word processing and spreadsheet programs.
- o. Must have a good reputation for and the ability to maintain confidentiality.
- p. Must have good keyboard skills, in terms of both accuracy and speed.
- q. Must have good writing and proofreading skills.

Non-Exempt
Non-Safety Sensitive
November 21, 2000